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OFFICE OF SPECIAL ACTIVITIES
OSA NOTICE NUMBER 45-5-10

LOGISTICS
21 AUGUST 1973

LOGISTICS - OFFICE OF SPECIAL ACTIVITIES

We wish to alert you that beginning 1 September 1973 visitors to the Headquarters Building will no longer be permitted to park around the quadrangle in front of the building. When the visitors' lot is full, visitors will be directed to park in the west lot. A notice will be out shortly on this subject.

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Executive Officer
Office of Special Activities

FOR INTERNAL USE ONLY

OFFICE OF SPECIAL ACTIVITIES
OSA NOTICE NO. 45-5-9

LOGISTICS
4 AUGUST 1972

LOGISTICS - OFFICE OF SPECIAL ACTIVITIES

REFERENCE: HN 45-126

1. This Notice is to serve as a reminder that the Headquarters "Visitors Parking" lot has been restricted to Non-Agency personnel and Agency personnel displaying a "Visitor" parking pass.

2. Only three of these passes have been allotted to OSA and, therefore, strict control in accordance with the following must be maintained on their use:

a. There is a three-hour limit for parking in the "Visitors" lot.

b. OSA passes are issued on a case by case basis and are to be turned in upon return to the [REDACTED]

c. OSA passes are not to be transferred between individuals.

d. These passes can be reserved in advance by calling ext. 7273.

3. OSA personnel are reminded that the OSA assigned lane permits are also available and can be used for all day meetings at Headquarters.



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OFFICE OF SPECIAL ACTIVITIES
OSA HQS. NOTICE NO. 45-8

45-5-8

LOGISTICS
10 June 1971

CANCELLATION OF SHUTTLE

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The shuttle bus providing transportation from the [REDACTED]

[REDACTED] to Headquarters has been discontinued.

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[REDACTED]
Executive Officer/Comptroller
Office of Special Activities

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OFFICE OF SPECIAL ACTIVITIES
OSA HQS. NOTICE NO. 45-7

LOGISTICS
16 December 1969

PROPERTY ACCOUNTABILITY

1. This office has recently acquired from the Office of Logistics the responsibility to maintain control of electrically operated administrative equipment. This equipment, added to the operational equipment on hand, has made it necessary to establish property accounts for each activity and tenant units.

2. The following accounts, by activity, have been assigned;


<u>Account Number</u>	<u>Responsible Office</u>
2805-1	Office of the Director
-1A	Registry Branch
-2	Security Staff
-3	Aero Medical Staff
-4	Comptroller
-4A	B&F
-4B	Personnel Division
-4C	Travel Branch
-4D	Contracts Management Division
-4E	Industrial Audit Division
-5	Research and Development
-6	Deputy for Materiel
-7	Deputy for Operations

SECRET

SECRET

Notice 45-7

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<u>Account Number</u>	<u>Responsible Office</u>
2805-7A	Control Center
-7B	Intelligence Division
-7C	Weather
-7D	IDEALIST Operations
-7E	Graphics
-7F	Special Actions Staff
-8	Communications
-9	HASC/OEL
-10	Special Project Staff/DDS&T
-11	 Division

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3. Each responsible office will designate a custodian for that account. The custodian will be responsible for control of property in his account and document property adjustments to the Supply Division/DM.


4. Annual physical inventories for each account will be conducted jointly with the account custodian and a member of the Supply Division. The week of 15 December 1969 is designated for the opening physical inventory. At completion of inventory, the custodians signature will be required.

5. Property to be inventoried will be, but not restricted to;

A. All electrically operated office machines.

B. Operational supplies and equipment (receivers, recorders, test equipment, cameras, projectors, brief cases, etc.).

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Brigadier General, USAF
Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES
OSA HQS NOTICE NO. 45-6

LOGISTICS
23 JUNE 1969

NON-PUBLISHED TELEPHONES
LONG DISTANCE TELEPHONE CALLS

Effective 1 July 1969 each office shall maintain a log of long distance telephone calls made on the non-published telephones in accordance with the attached memorandum. These lists are to be verified by a responsible individual in each office as to the correctness of the monthly billings received. Should there be any discrepancies, please contact the Chief, Telephone Facilities Branch/LSD/OL on extension 5656.

Also, attached is a suggested format which may be used to log your long distance calls.

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Acting Comptroller
Office of Special Activities

Attachments
As stated above

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